



Waganakising Odawak

Little Traverse Bay Bands of Odawa Indians

Office of the Tribal Chair

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MICHELLE CHINGWA EDUCATION HONORARIUM REGULATIONS REG-WOS 2018_010- -XXX

I. DEFINITIONS

- A. **Education Appeals Board:** means the body nominated by the Executive and appointed by Tribal Council who handles the MCEH Appeals and Hearings.
- B. **Education Department:** means the LTBB Education Department that is overseen by the Executive.
- C. **Executive:** means the Tribal Chairperson or his/her designee
- D. **GPA:** means a student's Grade Point Average reported by an institution on a student's transcript and/or a grade report.
- E. **LTBB:** means The Little Traverse Bay Bands of Odawa Indians or the "Tribe".
- F. **MCEH:** means Michelle Chingwa Education Honorarium.
- G. **Release of Information Form:** means a form provided by the LTBB Education Department that the student completes that gives the department permission for 3rd party communication with the institution.
- H. **MCEH Debt Forgiveness Program:** means the program administered by the Education Department to remove financial barriers to academic success and completion for students who accumulate MCEH debt because they have not successfully earned credits funded by the MCEH honorarium program

II. ELIGIBILITY

- A. The Michelle Chingwa Education Honorarium Act was enacted to provide a gift to honor Tribal Citizens that are obtaining post-secondary educational opportunities.

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- B. To be eligible for an honorarium, the student must:
1. Be an enrolled citizen of the Tribe
 2. Be enrolled in a post-secondary institution of higher education that is accredit by an agency, organization or state agency recognized by either the United States Department of Education or a foreign government accrediting agency that processes validations for colleges, universities and other institutions of higher learning.
 3. Maintain a 2.0 GPA overall (subject to appeal)

III. APPLICATION

- A. Students must submit a completed application packet to apply for the Michelle Chingwa Education Honorarium (MCEH), which includes the following: MCEH application, Release of Information form, a current class schedule and, unofficial transcript reflecting the last semester MCEH funding was awarded. First time Michelle Chingwa Education Honorarium applicants must submit a photo copy of their tribal identification card.
- B. The continuation of a student's- honorarium funding for subsequent semesters during an academic year is contingent on the submission of a new course schedule for the upcoming semester, and updated unofficial transcripts for the previous semester. The transcripts must reflect that the student currently has a minimum 2.0 GPA.

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IV. DISTRIBUTION OF SCHOLARSHIP

- A. Students will be allowed one (1) honorarium per semester, which shall be awarded to any eligible student, who applies prior to the established deadlines as defined in WOS 2018-XXX Section IV, Application (D) (1) (a-e).
- B. A student's honorarium will be calculated at the credit rate established by the Executive branch for each classification and according to the student's submitted application and schedule. For calculation purposes, a student may only receive funding for up to 18 credits for undergraduate courses (class 1, 2, 3 or 5) **OR** receive funding for up to 12 credits for graduate courses (class 4); or a combination of both not to exceed 18 credits total. If a student is taking both undergraduate and graduate courses, the student may choose which credits they want to apply the award to, but the total

amount of credits awarded shall not exceed 18 credits.

- C. Honorariums will be distributed directly to the student. The Education Department will not issue a student's MCEH award directly to a post-secondary institution on their behalf, unless there exists a legal or administrative barrier to issuing an honorarium to the student (e.g. incarcerated students.).
- D. The honorariums will be distributed in one (1) installment each semester.
- E. Students must submit a current unofficial transcripts for the previously awarded semester(s). If necessary, adjustments will be made for any credits dropped, withdrawn or deemed ineligible according to the GPA guidelines.
- F. All applications must be submitted by hand delivery, email, fax or postmarked by the deadlines set forth in the MCEH Act to be considered timely. Pursuant to WOS 2018-XXX, MCEH Section IV(D)(3), applications submitted after the deadlines shall be classified as *late*.
- G. It is at the discretion of the Education Appeals Board to determine on a case-by-case basis whether funding will be awarded in the case of a late application submission provided the student submits an appeal form in accordance with the MCEH regulations.
- H. If a student's application is late for one (1) semester that shall not impact a timely application made in another semester.

V. SCHOLARSHIP LEVELS

- A. The Education Department shall post the honorarium levels on the Tribal website and in the Tribal newsletter. Honorarium information shall be made readily available to students through the Education Department.

APPEAL PROCESS

Tribal Citizens may only appeal MCEH award denials made by the Education Department based on GPA status, honorarium adjustments, or late submission.

- A. Tribal Citizens who wish to appeal a denial or adjustment must submit an Appeal Form provided by the Education Department.
- B. The Tribal Citizen must submit their appeal to the LTBB Education Appeals Board c/o Tribal Chairperson's Office in person, via email, fax or postmarked within fifteen (15) business days from the date of receiving

the notice of denial or adjustment.

- C. The Tribal Citizen has the right to attend and speak at the Appeal Hearing. The Appeal Form shall contain a checkbox for the student to indicate whether they will be attending the Appeal Hearing or that they waive their right to attend the hearing. This box **must** be checked either “yes” or “no”. This checkbox determines when the hearing will be held. The student must also indicate the reason for filing the appeal by circling “G.P.A. Status,” “Scholarship Adjustment,” or “Deadline” on the appeal form. Additionally, the form will require that the student provide **current** contact information, email, phone number (cell or message number), and/or address, so the student can be contacted in an expedient manner regarding their appeal and hearing.
- D. All appeals shall be addressed to: “***The Education Appeals Board c/o Tribal Chairman’s Office***, 7500 Odawa Circle, Harbor Springs, Michigan 49740.”
- E. Upon receiving an Appeal Form, the Education Appeals Board will evaluate the Appeal Form to determine whether it contains all required information. If the Education Appeals Board finds that a student has submitted an incomplete Appeal Form, the Board Chair or designee shall contact the student within three (3) business days to obtain any required information missing from the Appeal Form. Missing information will be accepted in person, via e-mail, fax or by U.S. mail. Upon receipt of a complete Appeal Form, an Appeal Hearing shall be held within ten (10) business days. Appeals may be closed once the Education Appeals Board issues a determination or at the request of the student filing the appeal.
- F. When making a determination in an appeal process regarding the 2.0 GPA status, the Education Appeals Board shall either:
 - 1. Grant the appeal and place the student on probation, for a period determined by the Education Appeals Board. If the appeal is granted and the student is placed on a probationary period, the probationary period is clearly indicated in the determination letter.
 - OR**
 - 2. Deny the appeal.
- G. Students who are granted a probationary period:
 - 1. Must reach a 2.0 cumulative GPA by the end of their designated probationary period.

2. Shall receive MCEH funding during the entire probationary period, even if the student does not meet the 2.0 GPA requirement.
 3. Will be denied MCEAH funding, if the student fails to meet the minimum 2.0 GPA requirement by the end of the probationary period, subject to appeal.
- H. Students granted an adjustment appeal shall be awarded an honorarium amount equivalent to the amount they would have been awarded had -their honorarium not been adjusted. Such students will only be adjusted for MCEH funded credits that are dropped, withdrawn or deemed ineligible and -during or after the semester -the appeal was filed.
- I. After a determination has been made by the Education Appeals Board, the Chairperson, or the Chairperson's designee, shall attempt to personally contact the Tribal Citizens as to the outcome of their appeal. In all cases, the Education Appeals Board shall notify the Tribal Citizen by mail within ten (10) business days and the Education Department will be copied on the letter.
- a. All decisions by the Education Appeals Board are final within the Executive Branch.
- J. Students who have filed an appeal based on GPA or adjustment with the Education Appeals Board and have had their request denied or have MCEH debt that meets the minimum debt threshold limit for the student's corresponding classification award rate are eligible to apply for the MCEH Debt Forgiveness Program.
- ~~K.~~
L.K. In order for the Education Department to consider funding students for a course more than twice, the student must provide acceptable proof to the Education Department that they need to take the class over to complete a degree requirement. No student may be funded for the same class more than three (3) times.

~~VII.~~ VII. REPORTING

The following reports shall be submitted to Tribal Council:

- A. Three (3) summary reports for each semester's Honorariums in March, July, and October and a year-end summary each January for all the previous year's Honorariums.
- B. Each report submitted to Tribal Council shall contain at a minimum:
 - a. A list of names of Honorarium recipients, the type of degree sought or earned and most recent contact information.

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- b. Number of students in each class of Honorariums
- c. Number of semester credits in each class of Honorariums
- d. Total dollar amount of Honorariums for each period and the year
- e. Present Honorarium rates and predicted rates needed to meet budget for the next cycle

C. The list of Honorarium recipients, the type of degree sought or earned, recent contact information shall also be provided to other Tribal sub-Education Department, upon request.

CERTIFICATION

As Tribal Chairperson, I approve these Michelle Chingwa Education- Honorarium Regulations.

Date: _____
Regina Gasco- Bentley, Tribal Chairperson

Received by the Tribal Council Office on: _____ by: _____

As the Legislative Leader and Tribal Council Secretary, we certify that these Michelle Chingwa Education Honorarium Regulations were approved by the Tribal Council of the Little Traverse Bay Bands of Odawa Indians by Phone Poll of the Tribal Council held on September 22, 2015, by a vote of ____ in favor, ____ opposed, ____ abstentions, and ____ absent.

Date: _____
Marcella R. Reyes, Treasurer

Date: _____

Tamara Kiogima, Secretary

Approved by Tribal Council _____

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